



## Ken Burke, CPA

CLERK OF THE CIRCUIT COURT AND COMPTROLLER  
PINELLAS COUNTY, FLORIDA


Clerk of the County Court  
Recorder of Deeds  
Clerk and Accountant of the Board of County Commissioners  
Custodian of County Funds  
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### Division of Inspector General

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### Report No. 2014-25

TO: Colleen Ford, Director, Court & Operational Services

FROM: Hector Collazo, Jr., Inspector General/Chief Audit Executive  
Division of Inspector General 

DIST: Ken Burke, CPA, Clerk of the Circuit Court and Comptroller  
Claretha Harris, Chief Deputy Director, Finance Division  
Bill Burgess, Probate Records Department Manager

SUBJECT: Unannounced Audit of the Probate Records Department Change Funds

DATE: August 5, 2014

This letter serves to inform you that the Division of Inspector General has completed an unannounced audit of the Imprest Change Funds located in the Clerk of Court Probate Records Department. We audited these funds on July 29, 2014.

The primary purpose of unannounced audits is to reconcile the funds to ensure that the appropriate internal controls, safeguards, and policies and procedures are being followed, safeguarding the county funds under your departmental control.

This unannounced audit reconciled to the authorized amounts and all funds were accounted for. The department's internal controls and safeguarding of the Change Funds are adequate. The audit did not note any non-compliance issues in regard to existing documented policies and procedures for Change Funds. We appreciate your staff's cooperation during this audit.



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